



**REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES
ACTUARIAL SERVICES/DCRB RATE FILING
CONTRACT NUMBER DOI17002-ACTUARIAL**

ADDENDUM #2, Q&A version 2

This addendum updates the web site link provided in the response to question 12.

QUESTIONS RECEIVED						RESPONSES
	Section number	Paragraph number	Page No.	Text of passage being questioned	Question	
1.	Appendix B – Scope of Work	2	42	(b) 5 th bullet – “Participate in three, two hour public information sessions; and”	If/how many times did the prior reviewing actuary participate in three, two hour public information sessions during the last contract?	None.
2.	Appendix B – Scope of Work	2	42	(b) 5 th bullet – “Participate in three, two hour public information sessions; and”	Could you please give us an idea of what the timing generally is for attendance by the reviewing actuary at information sessions relative to the timing of issuance of draft actuarial findings and the final actuarial report?	Public information sessions are typically scheduled prior to the issuance of final actuarial reports.

3.	Appendix B – Scope of Work	2	42	(c) – “The selected Vendor shall presents its written findings within 10 days following receipt of the DCRB Filing.”	Normally when reviewing an industry loss cost (or rate) filing, there are questions which arise and need to be directed to the submitting agency (in this case, the DCRB). Will the 10-day deadline be extended, if needed, to account for awaiting a response from the DCRB on any interrogatories?	No. Any questions directed to the DCRB are expected during the 10 day period.
4.	Appendix B – Scope of Work	2	42	(c) – “The selected Vendor shall presents its written findings within 10 days following receipt of the DCRB Filing.” (d) – “The selected Vendor may testify at a public hearing related to the DCRB Filing if requested by the DOI.”	Are travel expenses to attend public information sessions or public hearings reimbursable?	No.
5.	Section III, B	2	3	“8. Disclosure of any contractual relationship with insurance industry entities.”	Does this require disclosure of every active insurance industry client of our company nationally, or just clients of the proposing office, or just any insurance company domiciled in Delaware with which we have a contractual relationship?	Yes.
6.	Section IV, D, 7, g.	3	20	“3. During the term of this contract, the vendor shall, at its own expense, also carry insurance minimum limits as follows: .”	Is proof of insurance at the minimum limits required as part of the proposal?	Proof of insurance is required as a part of the contract. Proof of insurance is not required as a part of the proposal.
7.	N/A	N/A	N/A	N/A	Why is this engagement being put out for bid?	The application of 29 Del.C. §§ 6981 and 6982 this RFP.
8.	N/A	N/A	N/A	N/A	What was the current vendor paid for its services in 2016?	The Department does not have a current vendor.

9.	N/A	N/A	N/A	N/A	Who is the most recently hired actuarial firm?	Risk & Regulatory Consulting, LLC was hired for the 2016 annual review.
10.	N/A	N/A	N/A	N/A	Is the State satisfied with the most recent actuarial work product?	Yes.
11.	N/A	N/A	N/A	N/A	Why is the State going out to bid for actuarial services?	Please see response to question 7. Additionally, The State of Delaware, Department of Insurance ("State of Delaware" or "the "Department"), seeks professional services for Actuarial Services related to review and analysis of the annual DCRB Rate Filing.
12.	N/A	N/A	N/A	N/A	Can we obtain a copy of the prior actuarial report(s)?	Yes. Please go to http://insurance.delaware.gov/information/dockets/dkt-2916-2015/
13.	N/A	N/A	N/A	N/A	What actuarial firm is currently providing the services described in the Request for Proposals? How long has this firm been providing these services?	No firm is currently providing these services.
14.	N/A	N/A	N/A	N/A	Has a Request for Proposals been issued at this time because the current contract period has expired? If no, why has an RFP been issued at this time?	No.
15.	N/A	N/A	N/A	N/A	What were the fees charged for the required services for each of the past five years?	The fees for the last three years were: 2014 \$38,947 2015 \$57,390 2016 \$38,315